

POSTING DATE: May 12, 2006

CLOSING DATE: May 26, 2006

VACANCY NOTICE

THE DEPARTMENT OF SOCIAL SERVICES' MEDICAL ADMINISTRATION DIVISION, MEDICAL POLICY UNIT IS PRESENTLY RECRUITING FOR ONE (1) CONNECTICUT CAREERS TRAINEE WITH A TARGET JOB CLASSIFICATION OF HEALTH PROGRAM ASSISTANT 1. (POSITION #33193)

POSITION: Connecticut Careers Trainee

BARGAINING UNIT: Health Care (P-1)

SALARY: Connecticut Careers Trainee
\$37,669.00 - \$50,968.00 Annual (FP 15)

Health Program Assistant 1
\$45,693.00 - \$60,960.00 Annual (FP 19)

LOCATION: Medical Administration Division
Medical Policy Unit/DSS Central Office
25 Sigourney Street
Hartford, CT 06106

Duties/Responsibilities:

Receives training in all activities surrounding policy for one or more health care service areas such as: physicians, hospitals, laboratories. Responsibilities include responding to questions from providers, clients, and other DSS personnel; preparing fee schedules; researching and preparing written communication on ad hoc issues which may involve internet research and/or spreadsheet analysis.

EXPERIENCE AND TRAINING

CONNECTICUT CAREERS TRAINEE –
Possession of a Bachelor's or Master's degree.

HEALTH PROGRAM ASSISTANT 1 –
General Experience:

Five (5) years' experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree in public health, health education, hospital administration or public administration, or other closely related field may be substituted for one (1) additional year of the General Experience.

TERM OF APPOINTMENT:
For candidates with a Bachelor's Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Five (5) Years	One (1) Year

If a candidate has a Master's Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

PROMOTION:

1. Incumbent in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.
2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

APPLICATION PROCEDURE: Candidates should forward an Application for Examination or Employment (PLD-1) to:
Maria Taylor, Personnel Officer
Department of Social Services, Human Resources Division
25 Sigourney Street, 12th Floor, Hartford, CT 06106-5033
FAX: (860) 951-2979

APPLICATIONS/RESUMES MUST BE RECEIVED BY May 26, 2006 CLOSE OF BUSINESS